

# *Banner Finance & HR Newsletter*

August 2004, Issue No. 10

## **New Faces in Human Resources and Payroll!**

Welcome to the newest members of Human Resources/Payroll. These folks are all involved either in payroll operations, or the day-to-day processing of Electronic Approvals.

Cheryl Sims, Director of Payroll Operations, joins us from Northrop Grumman where she held the position of payroll manager. She has over 20 years of experience in the payroll industry and will supervise our operations staff as well as our payroll personnel.

Mira Halilovic, Payroll Supervisor, comes from working most recently three years at Giant Foods as their payroll supervisor. She too brings a wealth of experience and professionalism to our payroll department.

Sadaf Iqbal, Payroll Specialist, comes to us from another university where she dealt with timesheets, data entry, and customer service. She also has a certification in F-1 immigration basics. She joins Sue Meade and Jennie Pegram in this role.

Boo Dutta is our Leave Coordinator. His role is to audit overtime and compensatory leave balances, coordinate our leave sharing program, and respond to employee and supervisor questions about leave.

Jenny Mann and Meena Rajan join Harpreet Arshi as our three Data and Records Specialists. These are the folks who process your Electronic Approvals and perform most of the HR Transactions for your department. Feel free to give them a call at 993-2600 if you have any questions regarding your transactions.

## **Wage Positions and Job Ending Dates**

In response to your requests, we are adding an optional Job Ending Date to wage and work study hires. If you know when your wage and work study positions will end, you will be able to enter that date when you establish the assignment by selecting one more "Next Action" and entering the ending date. When this date arrives, the employee will be prevented from entering hours on his/her timesheet. If you need to modify the ending date, just contact your generalist or data and records specialist, who will remove the original ending date so you can enter the revised one.

## **New Hires, IDs, and Email Accounts**

It's that time of year again — lots of new faculty will be joining us effective August 25<sup>th</sup>. If you want these faculty members to be able to access email and obtain their ID cards prior to their official start dates, you will need to create a skeleton record (OHSADJ) in Banner. This will not pay your faculty member, but will get them far enough into Banner to be able to use email and obtain their ID cards.

Prior to proceeding to Photo ID, new faculty members should access Employee Self Service to confirm their records have been processed. Instructions for doing this are available at <http://hr.gmu.edu/approvals/ID.doc>. While ID cards can be obtained as soon as the EA has been applied to the database, it will take at least one night to generate the email account.

## **E-Files and Official Communications**

As the official announcement system for the University, HR customarily posts announcements on Mason E-Files to notify employees about all upcoming enrollments, policy changes, and procedures. Scanning E-Files on a weekly basis will keep you informed about upcoming events that may affect you!

## Life Status Changes and Insurance Coverage

Life status events such as marriage, divorce, or adoption can qualify you for mid-year changes to your health insurance coverage. These changes must be reported to Human Resources within 31 days of their occurrence in order for you to be able to add a newly eligible child or spouse to your health insurance coverage prior to next year's open enrollment period.

Dependent children are not eligible for health coverage at the end of the calendar year in which they turn age 23. If your child will turn 23 in 2004, HR will be contacting you about possibly reducing your coverage effective January 1, 2005 and offering COBRA coverage to your dependent.

## Upcoming HR Training

### 08-04: Hiring Foreign Nationals

Unlawful employment of internationals on non-immigrant visas can be one of the costliest mistakes an employer can make. Learn what to look for when hiring international employees, or arranging to pay an honorarium or reimbursement to short-term visitors. Presenters are Julia Findlay, Terri Crowl, and Shira Goodfellow. To register, please go to:

<http://hr.gmu.edu/training/trainingClasses.php3?category=talk>

09-09, 09-14, 09-21, and 09-23: eWork at Mason  
Come learn about our new on-line, paperless recruitment software! To register, please go to:

<http://www.doiiiit.gmu.edu/client/wems/workshops/default.cfm>

### 09-23: SUPERvisor Series

The SUPERvisor training series will begin again in September. This popular series is designed for both those who are new to supervision and those who want to hone their supervisory skills. Kick-off is September 23<sup>rd</sup> and registration materials will be sent to all departments in mid August. If you know you want to participate, call Carol Henderson (993-2621) to have registration materials sent directly to you. It's going to be another great year!

## Direct Deposits

Just a reminder that all new employees, both faculty and staff, are required to sign up for direct deposit. When new classified employees come to Human Resources with their tax forms and other hiring paperwork, they will be required to complete a Direct Deposit Authorization form.

If new classified employees do not bring a voided check with them, they will be asked to fill out an application for an account with Apple Federal Credit Union. The person making the job offer includes this information as part of the process.

When new faculty members come to Human Resources for their benefits orientation, they too will be required to complete these forms if they are not already on file.

Wage employees have the same requirement; when you collect the I-9, please collect the Direct Deposit Authorization form and voided check at the same time. Otherwise, your employees will be required to sign up with the credit union when they come to HR to pick up their first check.

Since HR does not make most wage job offers, sometimes the first time wage employees hear about the direct deposit requirement is when they pick up their checks. Please make sure you handle this requirement as part of the hiring process, so that your new wage employees are not surprised when picking up their checks.

### Upcoming Banner Finance & HR

#### Training Dates

- 08-11-04: Banner/INB Navigation (PW)
- 08-18-04: Electronic Approvals (ARL)
- 08-26-04: Banner Finance Self Service Training (FX)
- 08-26-04: Banner Faculty Finance Self Service Training (FX)
- 09-08-04: Electronic Approvals (FX)

For details and up-to-date information on training times, locations, and registration, please go to:

<http://www.gmu.edu/PatriotProject/train.html>